



Table of Contents

INTRODUCTION:.....	2
PART 1 – Submitting a Refund Request in Accounts Payable.....	3
STEP 1: Create a Voucher in Accounts Payable.....	3
STEP 2: Single Payment Voucher Entry (Skip This Step for Regular Voucher Types).....	4
STEP 3: Complete the Invoice Information page.	5
PART 2 – Creating an Adjustment in Billing	11



INTRODUCTION:

Accounts Payable (AP) Revenue Refund process is required when an overpayment was received and a refund check needs to be issued to the individual that made the overpayment. This could be case related or non-case related. The AP revenue refund requires a two-step process to complete:

1. Enter a new voucher in Accounts Payable, which will result in a check being sent to the vendor.
2. Enter an adjustment bill in Billing to capture the Charge Code of the refund, so that the EOM Local Revenue process will be adjusted accordingly. *District Court locations need to process this adjustment only if the refund is for a Local Revenue item (e.g., parking fines or municipal infractions).*

NOTE: *Before getting started, gather a copy of the original transaction(s) information (if available). If in GEARS - print the Acctg – Rev Distribution page of all of the original transaction bill lines, as this will help verify the original allocation strategy. If not in GEARS - proceed with the information gathered.*

PART 1 – Submitting a Refund Request in Accounts Payable (Non-Vendor and Vendor) -

Revenue Refund Requests will be processed through the Accounts Payable module as either a **Single Payment Voucher** (a one-time Vendor not in GEARS) OR a **Regular Voucher** (when the Vendor exists in GEARS). By use of this approach, regular vendors will not need to be setup, which is required when processed through the Receivables Refund process. The One Time Vendor will make use of the 999-99-9999 Vendor ID, which will not be sent to GAD for new vendor approval. (It is recommended that you scan in all refund request documents ahead of time and store them in a common folder prior to getting started with this process.)

START HERE FOR EITHER VOUCHER TYPE:

STEP 1: Create a Voucher in Accounts Payable.

NAVIGATION: Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

1. The **Voucher** search page, defaulted to the *Add a New Value* tab, will display.
 - a. Enter the following information:
 - i. **Business Unit:** “MDJUD” – this will ALWAYS be the Business Unit for all Accounts Payable transactions.
 - ii. **Voucher ID:** Leave set to “NEXT” – this will automatically assign the next available number to the voucher.
 - iii. **Voucher Style:** Choose either “Single Payment Voucher” or “Regular Voucher”.
 1. Choosing either Voucher Style will auto-fill the Vendor ID and Vendor Location fields, where the Single Payment Vendor ID will always be “999999999”.
 - iv. **Invoice Number:** Enter the case or reference number if available. **Only 14 characters will be submitted to FMIS to be printed on the check. (For Civil case numbers some are replacing part of the year with a dash – to meet the accepted length.)**
NOTE: This information will print on the check issued by GAD.
 - v. **Invoice Date:** the current date (you can enter “t” here to default to the current date).
 - vi. **Gross Invoice Amount:** the amount to refund.
 - b. Click the **Add** button.

Voucher

Find an Existing Value **Add a New Value**

Business Unit: MDJUD

Voucher ID: NEXT

Voucher Style: Single Payment Voucher

Short Vendor Name: SINGLEPAY-1

Vendor ID: 999999999

Vendor Location: 1

Address Sequence Number: 1

Invoice Number: 1234567890

Invoice Date: 03/03/2014

Gross Invoice Amount: 200.00

Freight Amount: 0.00

Misc Charge Amount: 0.00

Estimated No. of Invoice Lines: 1

Add

**FOR A SINGLE PAYMENT VOUCHER TYPE (ONLY):****STEP 2: Single Payment Voucher Entry (Skip This Step for Regular Voucher Types)**

1. The *Vendor Information – Single Payment Voucher* page will display.
 - a. Enter in the following information for the Payee:
 - i. **Name 1:** = Enter the name of the payee.
 - ii. **Address:** = Enter the street address of the payee.
 - iii. **City:** = Enter the address city of the payee.
 - iv. **State:** = Enter the address state of the payee.
 - v. **Postal:** = Enter the address zip code of the payee.
 - b. Click the *Invoice Information* tab.

Vendor Information

[Vendor Bank](#) [Vendor Bank Address](#) [Transfer to EFT options](#)

Business Unit: MDJUD Voucher ID: NEXT Payment Method: CHK

Name 1: John Doe

Name 2:

Country: USA United States

Address 1: 123 Main Street

Address 2:

Address 3:

City: Annapolis

County:

State: MD

Postal: 21401

Email ID:

[Save](#) [Notify](#) [Refresh](#) [Spell Check](#) [Add](#) [Update/Display](#)


[Invoice Information](#) | [AOC MD Payment](#) | [Payments](#) | [Voucher Attributes](#) | [Single Payment Vendor](#)

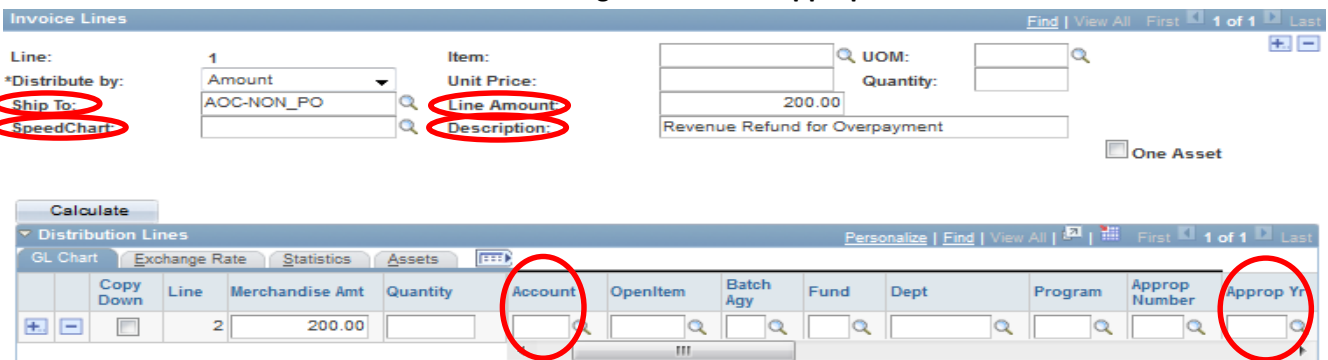
NOTE: If you click the Save button, the system will display a message stating that data is missing. Wait until all Invoice Information data is entered before saving.



FOR SINGLE PAYMENT VOUCHERS and REGULAR VOUCHERS do the following:

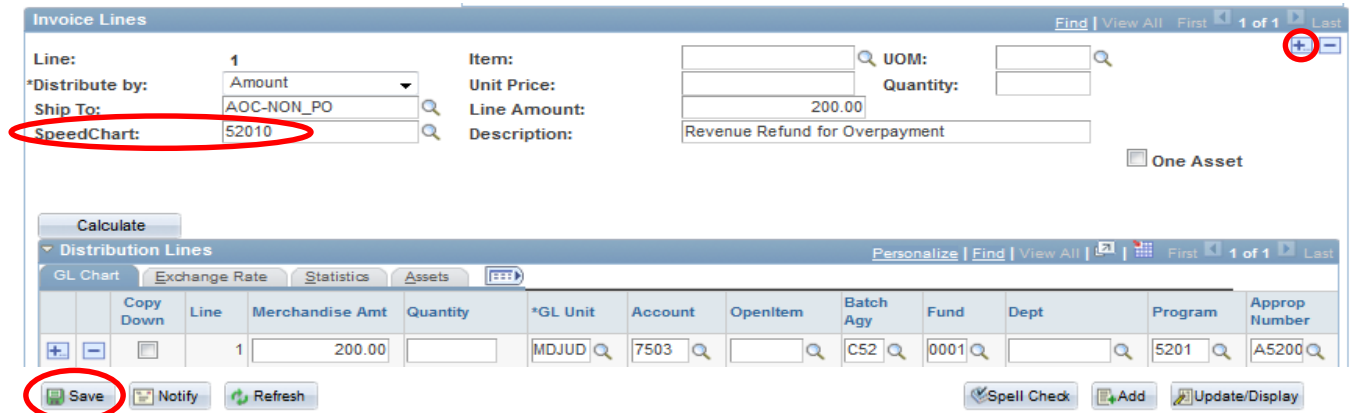
STEP 3: Complete the Invoice Information page.

1. The *Invoice Information* page will display.
 - a. In the *Invoice Lines* section, click the plus sign  to add an Invoice line for each object associated with a refund. For each Invoice line, fill in the following:
 - i. **Ship To:** The location should default, but if not, use the magnifying glass to choose your location from the lookup list.
NOTE: This is a required field; nothing will actually be shipped to you.
 - ii. **Line Amount:** Amount of the refund to the payee, will default from the data entered on the previous screen.
 - iii. **Description:** Enter what the refund is for.
 - iv. **SpeedChart:** This is synonymous to your PCA. Enter your 2-digit batch county (e.g.02) to display a dropdown list of valid PCA values for your court. You will enter a SpeedChart to populate Distribution Line values for each Invoice line added.
 1. Select the SpeedChart to auto-fill all but two of the Distribution Line values.
 2. Enter the remaining **Account** and **Appropriation Year** fields.



The screenshot shows the 'Invoice Lines' and 'Distribution Lines' sections of a software interface. In the 'Invoice Lines' section, the 'Ship To' field is set to 'AOC-NON_PO', 'SpeedChart' is empty, 'Line Amount' is 200.00, and 'Description' is 'Revenue Refund for Overpayment'. In the 'Distribution Lines' section, the 'Account' and 'Approp Yr' columns are circled in red.

- b. In the *Distribution Lines* section, enter:
 - i. **Account:** Use the magnifying glass to select the correct code for the refund.
NOTE: Be sure to verify the accounting information for the distribution line is correct.
 - ii. **AppropYr:** This is equivalent to the current Fiscal Year.
- c. Click the **Save** button.



The screenshot shows the 'Invoice Lines' and 'Distribution Lines' sections after saving. In the 'Invoice Lines' section, 'SpeedChart' is now 52010. In the 'Distribution Lines' section, the 'Account' is 7503 and 'Approp Number' is A5200. The 'Save' button is circled in red.



OTC – AP Revenue Refund Process

- d. Once all of the Vendor, Invoice and Distribution information is entered, the associated work product must be attached to the voucher.
- e. Click the [Attachments \(0\)](#) link in the upper right (under the Run button) of the *Invoice Information* page. After an attachment is added the link will change to [Attachments \(1\)](#).

NOTE: The number in parenthesis will correspond to the number of attachments added.

Invoice Information | AOC MD Payment | Payments | Voucher Attributes

Business Unit: MDJUD Invoice No: 1234567890 Action:
Voucher ID: NEXT Invoice Date: 01/06/2014
Voucher Style: Regular Voucher Accounting Date: 01/06/2014
Run

Vendor ID: 999999999 Single Payment Vendor
ShortName: SINGLEPAY-1
Location: 1
*Address: 1
Advanced Vendor Search
Control Group:
Invoice Lines: 200.00
*Currency: USD
Miscellaneous:
Freight:
Total: 200.00
Difference: 0.00
Calculate

*Pay Terms: NET00 Due Now
Basis Date Type: Acct Date
Non Merchandise Summary
Print Invoice

Copy From Source Document
PO Unit:
PO Number:
Copy From: None
Copy PO
Go

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: AOC-NON_PO
SpeedChart: 52010
Item:
Unit Price:
Line Amount: 200.00
Description: Revenue Refund for Overpayment
One Asset

Calculate

Distribution Lines
GL Chart Exchange Rate Statistics Assets
Personalize Find View All First 1 of 1 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Batch Agy	Fund	Dept	Program	Approp Number
<input type="checkbox"/>	1	200.00		MDJUD	7503		C52	0001		5201	A5200

2. The *Voucher Header Attachment* page will display.
 - a. Click the **Add Attachment** button.

ORACLE

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Voucher Header Attachment

Business Unit MDJUD Voucher ID NEXT

Details
Personalize Find View All First 1 of 1 Last

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

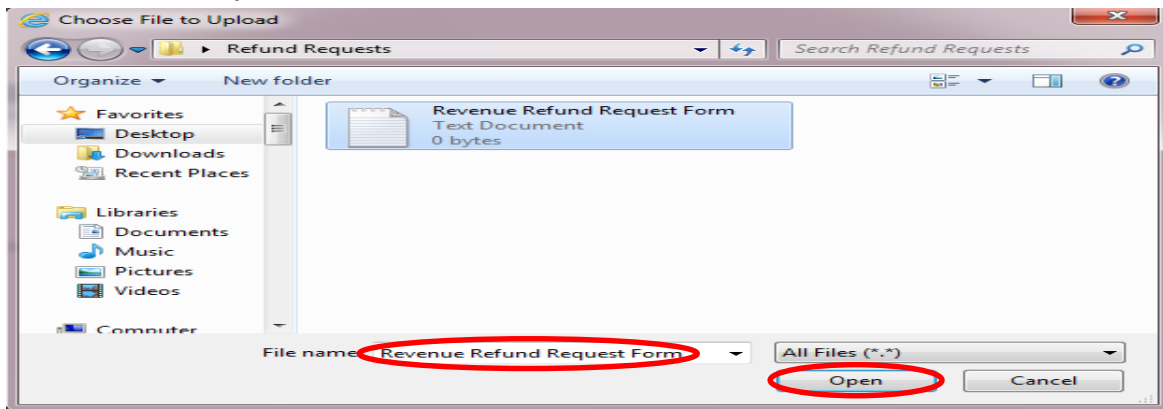
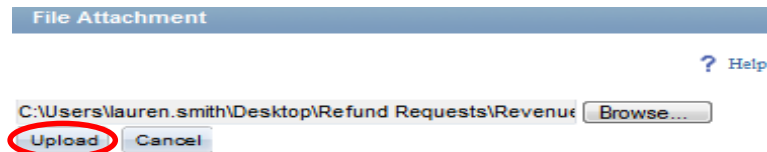
Add Attachment
OK Cancel Refresh

- b. The *File Attachment* box will display.
- c. Click the **Browse...** button to navigate to the location of the scanned documents.



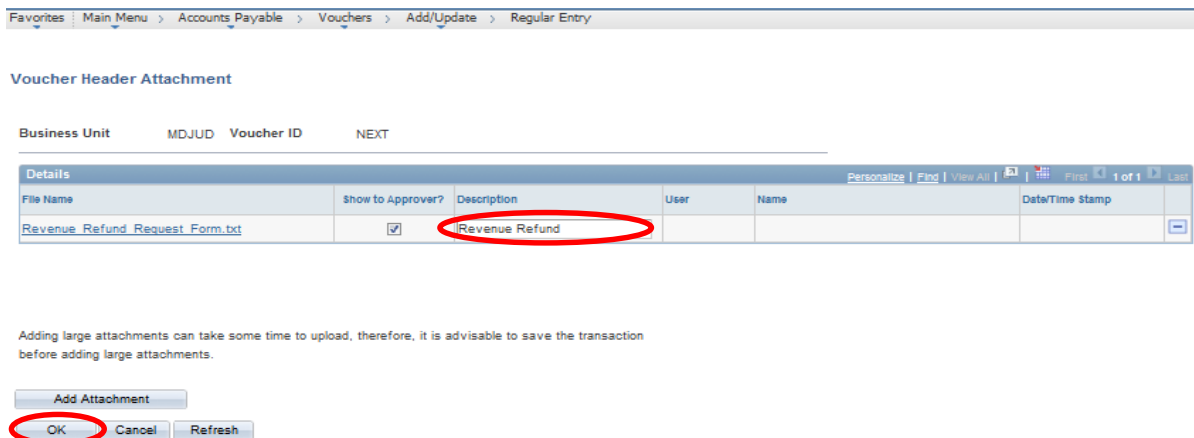
The **File Attachment** dialog box is shown. It has a title bar with the text "File Attachment" and a "? Help" link. Below the title bar is a text field for the file name. To the right of the text field is a "Browse..." button, which is circled in red. Below the text field are "Upload" and "Cancel" buttons.

- d. Once the document is located – select it so the name appears in the **File name:** field.
- e. Click the **Open** button to return to the *File Attachment* box.
- f. Click the **Upload** button.

The **File Attachment** dialog box is shown. It has a title bar with the text "File Attachment" and a "? Help" link. Below the title bar is a text field containing the file path "C:\Users\lauren.smith\Desktop\Refund Requests\Revenue". To the right of the text field is a "Browse..." button. Below the text field are "Upload" and "Cancel" buttons. The "Upload" button is circled in red.

3. The *Voucher Header Attachment* page will display.
 - a. Confirm the correct document was attached.
 - b. Enter a **Description** of the document in the Description field.
 - c. Click the **OK** button after all documents are attached.



The **Voucher Header Attachment** page is shown. It has a breadcrumb trail: "Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry". Below the breadcrumb trail is the page title "Voucher Header Attachment". Under the title are fields for "Business Unit", "MDJUD", "Voucher ID", and "NEXT". Below these fields is a table with the following columns: "File Name", "show to Approver?", "Description", "User", "Name", and "Data/Time stamp". The table contains one row with the following data: "Revenue Refund Request Form.txt", a checked checkbox, "Revenue Refund", and empty fields for "User", "Name", and "Data/Time stamp". Below the table is a message: "Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments." Below the message are "Add Attachment", "OK", "Cancel", and "Refresh" buttons. The "OK" button is circled in red.



OTC – AP Revenue Refund Process

4. The **Invoice Information** page will display.
 - a. Click the **Save** button at the bottom left of the page. **(THIS IS REQUIRED.)** Your Voucher ID has changed from “NEXT” to the next available number.
 - b. Select the **Budget Checking** Action from the **Action:** dropdown list. **(THIS IS REQUIRED.)**
NOTE: If the Voucher has not been saved, the list of Actions will be empty.
 - c. Click the **Run** button.

The screenshot displays the 'Invoice Information' tab of a software interface. At the top, there are tabs for 'Summary', 'Related Documents', 'Invoice Information' (selected), 'AOC MD Payment', 'Payments', 'Voucher Attributes', and 'Error Summary'. The main form contains several sections: 'Business Unit' (MDJUD), 'Invoice No.' (1234567890), 'Voucher ID' (00057387), 'Invoice Date' (01/06/2014), 'Voucher Style' (Regular Voucher), and 'Accounting Date' (01/06/2014). Below these, there's a 'Vendor ID' (999999999) and 'ShortName' (SINGLEPAY-1). The 'Control Group' is empty, and 'Invoice Lines' show a total of 200.00. The 'Currency' is set to USD. The 'Miscellaneous' and 'Freight' fields are empty. The 'Total' is 200.00. The 'Difference' is 0.00. The 'Pay Terms' are 'NET00' and 'Due Now'. The 'Basis Date Type' is 'Acct Date'. The 'Copy From Source Document' section has 'PO Unit' and 'PO Number' fields, and a 'Copy From' dropdown set to 'None'. The 'Action' dropdown menu is set to 'Budget Checking', and the 'Run' button is highlighted with a red circle. Other buttons include 'Print Invoice', 'Submit For Approval', and 'Calculate'.

- i. A message will be displayed. Click “Yes” to wait for the Budget Checking process to complete. (This could take a few minutes.)

The screenshot shows a message dialog box with the text: 'Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)'. There are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red circle.

- d. After the Budget Checking process has completed, click the **Submit for Approval** button.
NOTE: This step is required. Vouchers created for revenue refunds do not go through approval workflow and do not require specific approval. Instead, they will automatically be routed to the Department of Budget & Finance (DBF) for processing.

ORACLE

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary | Related Documents | **Invoice Information** | AOC MD Payment | Payments | Voucher Attributes | Single Payment Vendor | Error Summary

Business Unit: MDJUD Invoice No: 1234567890 Action:
 Voucher ID: 00051620 Invoice Date: 03/03/2014
 Voucher Style: Single Payment Voucher Accounting Date: 03/31/2014
 Run

Vendor ID: 999999999 Single Payment Vendor
 ShortName: SINGLEPAY-1
 Location: 1
 *Address: 1
 Session Defaults
 Attachments (1)
 Comments(0)
 Preview Approval

Invoice Lines: 200.00
 *Currency: USD
 Miscellaneous:
 Freight:
 Total: 200.00
 Difference: 0.00
 Calculate

*Pay Terms: NET00 Due Now
 Basis Date Type: Acct Date
 Non Merchandise Summary

Print Invoice
 Submit For Approval

5. The **Approval Comment** page will display.
 - a. Enter a comment in the space provided if you choose.
 - b. Click the **OK** button to display the **Approval Summary** tab.

ORACLE

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Approval Comments

Business Unit MDJUD
 Voucher ID 00051620
 Additional Details
 OK Cancel Refresh



- c. Notice the “No approvals required” message; this is fine, as your voucher has been routed to DBF for final processing.
- d. Click the *Summary* tab by scrolling the tabs to the left or use the [Summary](#) link at the bottom of the page.

ORACLE

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

[Voucher Attributes](#) | [Single Payment Vendor](#) | [Error Summary](#) | [Approval Summary](#)

Business Unit: MDJUD
Voucher ID: 00051620

No approvals required

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#) | [Add](#) | [Update/Display](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [AOC MD Payment](#) | [Payments](#) | [Voucher Attributes](#) | [Single Payment Vendor](#) | [Error Summary](#) | [Approval Summary](#)

6. The voucher *Summary* page will display.
 - a. Verify the data displayed to ensure the voucher was entered correctly.
 - b. **Approval Status** Confirm this reads “Approved”.
 - c. **Budget Status** Confirm this reads “Valid”. If errors exist, return to the *Invoice Information* tab and verify Distribution Line values are correct; make corrections if necessary.
- NOTE:** If corrections to the Distribution line are made, you must re-run Budget Checking.

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [AOC MD Payment](#) | [Payments](#) | [Voucher Attributes](#) | [Single Payment Vendor](#) | [D](#)

Business Unit:	MDJUD	Invoice Date:	03/03/2014
Voucher ID:	00051620	Invoice No:	1234567890
Voucher Style:	SinglePay	Invoice Total:	200.00 USD
Contract ID:			
Vendor Name:	Single Payment Vendor	Pay Terms:	Due Now
		Voucher Source:	Online
Entry Status:	Postable	Origin:	ONL
Match Status:	No Match	Created:	03/31/2014
Approval Status:	Approved	Created By:	lauren.smith
Post Status:	Unposted	Modified:	03/31/2014
		Modified By:	lauren.smith
Doc Tol Status:	Valid	ERS Type:	Not Applicable
Budget Status:	Valid	Close Status:	Open
Budget Misc Status:	Valid		

*View Related: [Go](#)

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#) | [Add](#) | [Update/Display](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [AOC MD Payment](#) | [Payments](#) | [Voucher Attributes](#) | [Single Payment Vendor](#) | [Error Summary](#) | [Approval Summary](#)

- d. Repeat as needed for each refund request.

End of Part 1 – Submitting a Refund Request in Accounts Payable



PART 2 – Creating an Adjustment in Billing

This is done in the Billing module to ensure any Local Revenue adjustments are made to impact disbursements. *****District Court should only process this step IF the refund impacts a charge that is Local Revenue, account 7530 (i.e., refunds for Parking Fines and Municipal Infractions will need Part 2 processed).***

NAVIGATION: Main Menu > Billing > Maintain Bills > Standard Billing

1. Creating a new \$0.00 Bill
 - a. Click the *Add a New Value* tab.
 - i. **Business Unit:** enter your “JUD##”
 - ii. **Invoice:** value = NEXT (This will assign the next invoice number automatically).
 - iii. **Bill Type Identifier:** enter “OTH” (i.e., Other – used only for Refund Adjustments).
 - iv. **Bill Source:** = “ONLINE”
 - v. **Customer:** The same as the Business Unit.
 - vi. **Invoice Date:** is the current date.
 - vii. **Accounting Date:** is the current date.
 - b. Click the **Add** button to add the new bill.

Bill Entry

Find an Existing Value **Add a New Value**

Business Unit: JUD02
Invoice: NEXT
Bill Type Identifier: OTH
Bill Source: ONLINE
Customer: JUD02
Invoice Date: 03/18/2014
Accounting Date: 03/18/2014

Add

2. The default tab, **Header – Info 1**, of the Bill detail page will display.
 - a. Confirm the following:
 - i. **Status:** = “NEW”
 - ii. **Type:** = “OTH”
 - iii. **Source:** = “ONLINE”
 - b. Click the [Notes](#) link to add an audit note explaining the reason for the adjustment. Include the following information in the audit note.

Header - Info 1 | Line - Info 1

Unit: JUD02 Invoice: NEXT Pretax Amt: 0.00 USD

Status: NEW Invoice Date: 03/18/2014 Cycle ID: DAILY
 Type: OTH Source: ONLINE *Frequency: Once
 *Customer: JUD02 SubCust1: SubCust2:

Anne Arundel County Circuit Court

*Invoice Form: NO_PRINT From Date: To Date:
 Accounting Date: 03/18/2014 Pay Terms: IMMED Pay Method: Check
 Remit To: BOA Bank Account: 02
 Sales: DEFAULT Bill Inquiry Phone:
 Credit: DEFAULT Collector: DEFAULT
 Biller: DEFAULT Billing Authority: DEFAULT

Go to: Notes Summary Header Info 2 Express Entry Bill Search Address Line Search Copy Address

Navigation: Header - Info 1 Page Series Prev Next

3. The **Header – Note** page will display.
 - a. Name of Party
 - b. Voucher ID
 - c. Original Receipt Number
 - d. Reason
 - e. Select the **Header – Order Info** option from the Navigation dropdown.

Header - Info 1 | Line - Info 1 | Header - Note

Unit: JUD02 Bill To: JUD02 Pretax Amt: 0.00 USD
 Invoice: NEXT Anne Arundel County Circuit Court

Customer Notes

Bill Header Notes Find | View All First 1 of 1 Last

Standard Note Flag Std Note:
 Internal Only Flag Note Type:

Note Text:
 Check #342347 for \$200 returned to the MDJ for Insufficient Funds, original transaction #13000775332 on 3/3/14.
 DBA#8776322.

Go to: Notes Summary Header Info 2 Express Entry Bill Search Address Line Search Copy Address

Navigation: Header - Note Page Series Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Header - Note

4. The **Header – Order Info** page will display.
 - a. If a Refund is for a Single Receipt - Enter the Original Receipt# into the **Contract:** field exactly as it appears - include all leading zeros.
 - b. If Refund is for multiple receipts – Enter the word ‘Multiple’.
 - c. Click the **Line – Info 1** tab.




OTC – AP Revenue Refund Process

Header - Info 1		Header - Order Info		Line - Info 1	
Unit:	JUD02	Bill To:	JUD02	Pretax Amt:	0.00 USD
Invoice:	NEXT	Anne Arundel County Circuit Court			
PO Ref:		Freight Terms:			
Contract:	0000123453	Ship Via:			
Contract Date:		Case Number:			
Contract Type:		PK Slip No:			
OM Bus Unit:		Sold To:			
Order No:		Sold Loc:			
Order Date:		Ship To:			
Ship Bus Unit:		Ship Loc:			
Ship ID:					

Go to:	Header Info 2	Address	Copy Address
Notes	Express Entry		
Summary	Bill Search	Line Search	Navigation: Header - Order Info

Page Series
Prev Next

5. The **Line – Info 1** page will display.
- Find the original receipt to locate the Charge Code.
 - A new line will need to be added to the bill for each unique Charge Code (e.g., RCS-104) used on the original receipt. (**NOTE:** Ignore the “No matching values” message.)
 - Use the plus sign  on the right of the Bill Line to add each credit line needed. Add the following information to each credit line:
 - Table:** Enter “ID”.
 - Identifier:** Enter Charge Code or select from the list, using the lookup magnifying glass.
 - Gross Extended:** Enter amount for each line. All reverse amounts should be entered in as a **negative** (\$-) amount to reverse the revenue. (e.g., -200.00)
 - Click the **Refresh** button at the bottom of the page to auto-fill remaining values.



OTC – AP Revenue Refund Process

Header - Info 1 | Line - Info 1

Unit: JUD02 Bill To: JUD02 Pretax Amt: 0.00 USD
Invoice: NEXT Anne Arundel County Circuit Max Rows: 5
Court

Bill Line

Identifier Look Up Date: 03/18/2014

Seq: 4 Line: Net Extended: 0.00

Table: ID Identifier: RCS-104 Description:


Quantity: From Date: To Date: Line Type: REV Accumulate
Unit of Measure: Tax Code: Tax Exempt
Unit Price: 0.0000
Gross Extended: -200.00 Exempt Cert:

Less Discount: 0.00
Plus Surcharge: 0.00
Net Extended: 0.00
VAT Amount: 0.00
Tax Amount: 0.00
Net Plus Tax: 0.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge
Notes Express Entry
Summary Bill Search Line Search Navigation: Line - Info 1 Page Series Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

- d. After all credit lines are added for the charge codes, use the  to add a new debit line for the BUS-Payment amounts.
- This amount will be a debit (This should be the total of all the credited Bill lines).
 - Click the *View All* link to see all bill lines.
 - Table:** Enter "ID".
 - Identifier:** Enter "BUS-PAYMENT"
 - Gross Extended:** Enter amount as a **positive** (\$+) amount.
 - Confirm the **Pretax Amt** at the top of the bill is \$0.00.
 - Click the **Refresh** button.
 - Select the [Accounting](#) link to update the Accounting Distribution information.



OTC – AP Revenue Refund Process

Header - Info 1 | Line - Info 1

Unit: JUD02 Bill To: JUD02 Pretax Amt: 0.00 USD
Invoice: NEXT Anne Arundel County Circuit Max Rows: 5
Court

Identifier Look Up Date: 03/18/2014

Seq: 2 Line: Identifier: BUS-PAYMENT Net Extended: 200.00
Description: Payment Received

Quantity: 1.0000 From Date: To Date: Line Type: MISC Accumulate
Unit of Measure: EA Unit Price: 200.0000 Tax Code: Tax Exempt
Gross Extended: 200.00 Exempt Cert:

Less Discount: 0.00
Plus Surcharge: 0.00
Net Extended: 200.00
VAT Amount: 0.00
Tax Amount: 0.00
Net Plus Tax: 200.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge
Notes Express Entry
Summary Bill Search Line Search Navigation: Line - Info 1 Page Series
Prev Next

Save Notify Refresh Add Update/Display

6. The **Accounting – Rev Distribution** page will display.

a. Click the **View All** link to see all accounting lines.

b. Add the Accounting Code of **BUS_PMT** for each Charge Code.

NOTE: The reason for this is the AP voucher already reduced the revenue GL account, so the revenue account does not need to be adjusted again.

NOTE: The Accounting Code for all bill lines will be **BUS_PMT**.

c. By using the Code of **BUS_PMT**, no DeptID is needed.

d. Click the **Refresh** button.

e. Click the **Save** button.

f. Click the **Header – Info 1** tab.

Header - Info 1 | Line - Info 1 | Acctg - Rev Distribution

Unit: JUD02 Bill To: JUD02 Pretax Amt: 0.00 USD
Invoice: NEXT Anne Arundel County Circuit Max Rows: 5
Court

Seq: 1 Line: RCS-104 Net Extended: -200.00
Description: LR - Non-Resident Tax Withhold

BI Creates GL Acct Entries

Bill Line Distribution - Revenue

Acctg Information Reference Information

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
BUS_PMT	C02		0001	2101					100.000

Percent: 100.00 Amount: -200.00 Gross Extended: -200.00

Seq: 2 Line: BUS-PAYMENT Net Extended: 200.00
Description: Payment Received

Bill Line Distribution - Revenue

Acctg Information Reference Information

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
BUS_PMT	C02		0001	2101					100.000

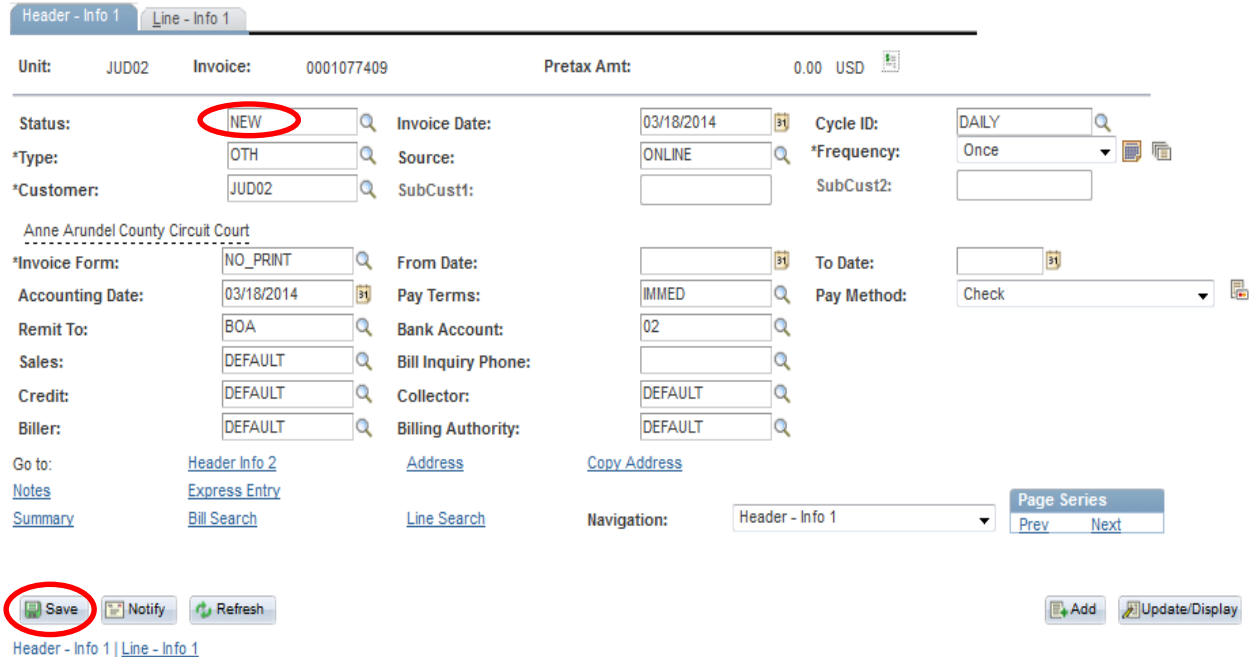
Percent: 100.00 Amount: 200.00 Gross Extended: 200.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge
Notes Express Entry
Summary Bill Search Line Search Navigation: Acctg - Rev Distribution Page Series
Prev Next

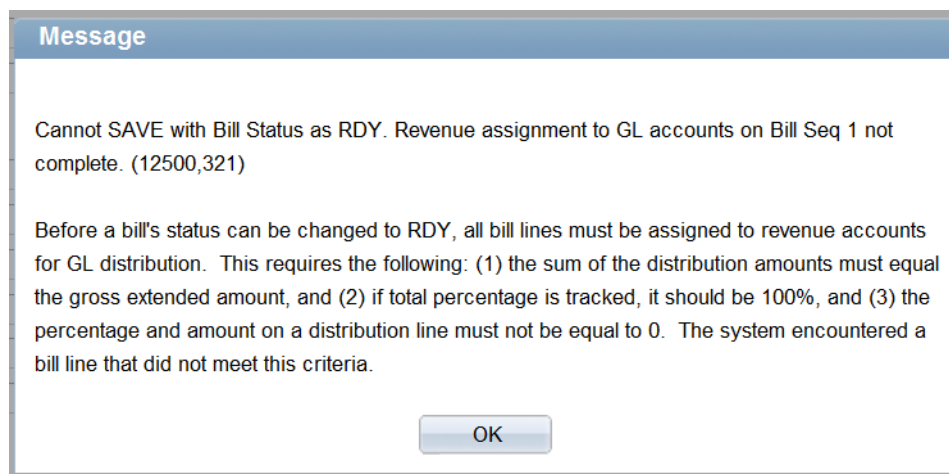
Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Acctg - Rev Distribution

7. The **Header – Info 1** page will display.
 - a. **Status:** Change from “NEW” to “RDY” (Ready to Invoice)
 - b. Click the **Save** button.




- c. If an error message is received the Accounting information may be blank for one or all of your Bill Lines.
 - d. Return to the Bills and revisit the Accounting link to confirm all information is complete.

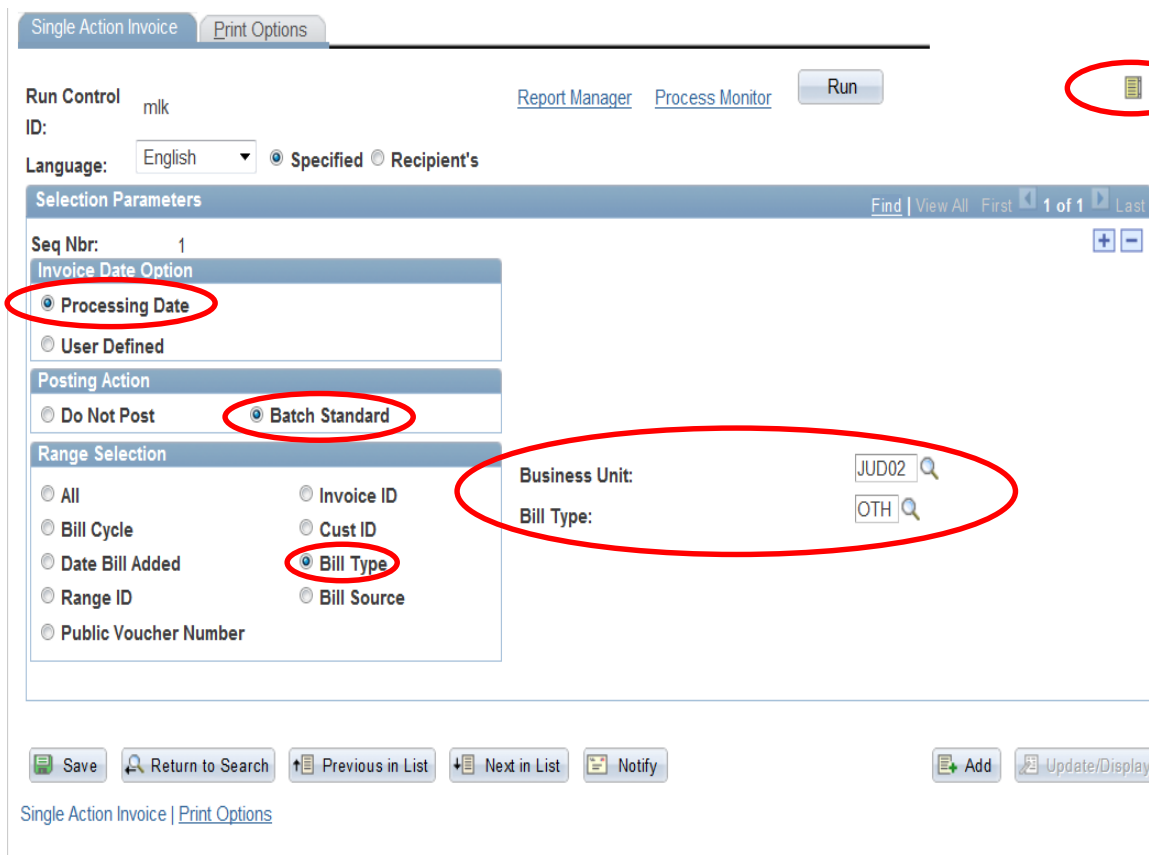


- e. Repeat the process and add a new bill to reverse the revenue for each refund as needed, then move on to finalize the bills.
 - f. Run the **Single Action Invoice** process.



NAVIGATION: Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

8. The **Single Action Invoice** page will display.
 - a. Select a Run Control – Search if needed using the “Find Existing Value” tab or create a new one by selecting the “Add New Value” tab and enter a Run Control ID. **(Do not use your Daily Bus or Local Rev Disbursement run controls.)**
9. The **Single Action Invoice** Run Control page will display.
 - a. Complete the following run control parameters:
 - i. **Invoice Date Option:** select “Processing Date”.
 - ii. **Posting Action:** select “Batch Standard”.
 - iii. **Range Selection:** select “Bill Type”.
 - iv. **Business Unit:** enter “JUD##”, where ## is your 2-digit county code.
 - v. **Bill Type:** enter “OTH”
 - b. Click the **Save** button.
 - c. **Select the small “Bills to be Processed” icon**  **in the upper right corner of the page to confirm the number of Bills that are ready to be finalized.**
NOTE: If nothing is listed or the number of bills to process does not match what is expected then there is a problem. Confirm that your bill Status is “RDY” and check that your Run Control parameters are properly set. If the number of bills still does not match, call the JIS Help Desk.
 - d. Click the **Run** button.



Single Action Invoice | Print Options

Run Control ID: mlk | Report Manager | Process Monitor | Run

Language: English | Specified | Recipient's

Selection Parameters | Find | View All | First | 1 of 1 | Last

Seq Nbr: 1

Invoice Date Option

- ☒ Processing Date
- ☐ User Defined

Posting Action

- ☐ Do Not Post
- ☒ Batch Standard

Range Selection

- ☐ All
- ☐ Invoice ID
- ☐ Bill Cycle
- ☐ Cust ID
- ☐ Date Bill Added
- ☒ Bill Type
- ☐ Range ID
- ☐ Bill Source
- ☐ Public Voucher Number

Business Unit: JUD02

Bill Type: OTH

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

Single Action Invoice | Print Options



10. The [Process Scheduler Request](#) page will display.

- Select the AOC_MAIN ([AOC Circuit & District Courts](#)) Process Name in the Process List section.
- Click the **OK** button.

Process Scheduler Request

User ID: lauren.smith Run Control ID: DAILY

Server Name: Run Date: 03/31/2014

Recurrence: Run Time: 3:56:51PM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	AOC Invoicing - GRANTS ONLY	AOC_GMBI	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	AOC Circuit & District Courts	AOC_MAIN	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution

11. The [Single Action Invoice](#) Run Control page will display.

- A Process Instance number will display indicating that the AOC_MAIN process has begun.
- Click the [Process Monitor](#) link.

12. The [Process List](#) page will display.

- Review the *Process List* to see the [AOC MAIN](#) process is running.
NOTE: This is a multi-part process and may take a few minutes to run.
- Click the [AOC MAIN](#) process name link to see its sub-processes.
- Click the **Refresh** button until the status of all sub-processes reads "SUCCESS".

Process Detail

Process Name: AOC_MAIN

Main Job Instance: 195445

Left | Right

195445 - AOC_MAIN Success

195446 - BIIVC000 Success

195447 - BI IVCEXT Success

195448 - BICURCNV Success

195449 - AOC BIPRELD Success

195450 - BILDGL01 Success

195451 - BILDAR01 Success

- Click both the [BIIVC000](#) and [BILDAR01](#) sub-process.
 - Click the [Message Log](#) to confirm completion and to make sure that the correct number of bills was processed.

End of Part 2: Customer Refunds - Reverse Revenue Process

End of the AP Revenue Refund Process